

OBTAINING COPIES OF COURT DOCUMENTS

Rev. 6/15/2017

Requests for copies of paper case documents that have **not** been archived should be made via our Help Desk, at (302) 573-6170, or by submitting a completed **copy order form**.

For information on how to request copies of paper case documents in closed cases that have been accessed for storage at the National Archives and Records Administration (NARA), Records Center, 14700 Townsend Road, Philadelphia 19154, or permanent case records that have been further archived with NARA Archives Branch, 14700 Townsend Road, Philadelphia 19154 (formerly located in center-city Philadelphia), see FAQ:

[How do I obtain copies of documents from an archived case file? \(6/15/17\)](#)

COPY SERVICES / FEES

Case documents or docket sheets	- \$.50 per page
Electronically filed documents copied by customer at Help Desk	- \$.10 per page
Certified copy of any case document available from Clerk's office	- \$11.00 per document, and copy fee of \$.50 per page
Apostille	- \$47.00 file/index fee per document, \$11.00 certification fee per document, and \$.50 per page copy fee
Exemplification	- \$22.00 per document, and \$.50 per page copy fee
Retrieval of case file from the NARA Records Center	- \$64.00 for the first box requested per case, and \$39.00 per box for each additional box for the same case.

Requests for transcripts of court proceedings filed prior to May 17, 2008 should be ordered directly from the Court Reporter listed on the case docket sheet:

Brian Gaffigan (cases assigned to Chief Judge Stark (LPS) - (302) 573-6360
Valerie Gunning (cases assigned to Judge Robinson (SLR) - (302) 573-6194
Kevin Maurer (cases assigned to Judge Sleet (GMS) - (302) 573-6196
Leonard Dibbs (cases assigned to Judge Andrews or formerly J. Farnan) - (302) 573-6195

Please consult the [Court's Policy on the Electronic Availability of Transcripts of Court Proceedings](#), regarding transcripts filed on and after May 17, 2008.

PUBLIC ACCESS TO COURT ELECTRONIC RECORDS (PACER)

The Clerk's office provides two public terminals where customers have free access to(PACER) dockets and PDF documents, and copies may be self-printed for \$.10 per page.

Also, personal accounts for public access to electronically filed documents are available by registering with the PACER Service Center at: <http://pacer.psc.uscourts.gov/> (800) 676-6856

Once registered with PACER, users gain access to electronic court dockets and PDF documents via the applicable federal court's website, CM/ECF/PACER login screen. PACER fees are noted on their website.